
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Safety and Occupational Health Manager, GS-018-13 **ANNOUNCEMENT:** DCMDI-31-CS

LOCATION: Defense Contract Management Command
District International (DCMDI) **OPENING DATE:** April 23, 1997
CLOSING DATE: Open Continuous

Duty Station: Riyadh, Saudi Arabia

AREA OF CONSIDERATION: Appointable Employees of Department of Defense

APPOINTMENT CRITERIA: Currently tour lengths in Saudi Arabia are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Saudi Arabia at the time of such change. Until then employees would receive separate maintenance allowance (SMA) for their dependents who remain in the United States.

DUTIES: Serves as the senior DCMC Middle East Safety Manager responsible for a variety of high hazard contractors throughout the Arabian peninsula in support of the Royal Saudi Air Force, the Royal Saudi Land Forces and Air Defense Forces and Egypt. Plans, develops and manages an Annual Operating Program for safety surveillance of contractor facilities in the assigned geographical area. Reviews new and current contracts, solicitations and bid packages to determine appropriateness of and/or need for specific safety clauses and advises the contracting officer of any changes needed. Conducts preaward, postaward, periodic and special surveys of contractors to evaluate safety and occupational health programs for protection of government personnel and property, and for compliance with contractual safety requirements. Provides technical advice, consultation and/or assistance to the junior Safety Manager(s), other DCMC Middle East functional elements and contractor personnel. Develops and implements programs and procedures for the safety and health of DCMC Middle East employees.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-12 level in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position. Examples include: (1) managing safety or occupational health program elements; (2) developing and recommending safety and occupational health policy to higher levels of management; (3) applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements; (4) Developing safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards; (5) developing or implementing programs to reduce the frequency, severity, and cost of accidents and occupational illnesses; (6) analyzing or evaluating new and existing jobs, processes, products, or other systems to determine the existence, severity, probability, and outcome of hazards; (7) designing or modifying workplaces, processes, products, or other systems to control or eliminate hazards; (8) inspecting or surveying workplaces, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards; (9) training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects; (10) work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse. Education may be substituted for experience to the extent outlined in OPM Handbook X-118. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements. Applicants must have demonstrated that they possess or have the potential to develop the qualities of successful supervision.

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<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated critical sensitive, as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 120 days or longer to process.
6. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
7. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
8. TDY is required.
9. The tour length for this overseas location is 1 year. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
10. Government quarters are provided at no charge to the employee.
11. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.
12. Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.
13. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas areas.
14. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
15. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
16. Return rights within DoD are mandatory.
17. Real estate expenses will not be authorized.
18. An overseas sponsor will be appointed at the time of selection to provide more specific information.
19. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
20. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.
21. Tour of Duty is Saturday through Wednesday.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.

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- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

Merit Promotion Questionnaire

Position: Safety and Occupational Health Manager, GS-0018-13

Location: Riyadh, Saudi Arabia

Applicant Name: _____
SSN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. You will not receive points for ranking questions where you do not complete this column.

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (0)
16 Semester/24 Quarter Hours	____ Any Major (0)
1 Academic Year	____ Any Major (0)
2 Academic Years	____ Related Major (0) ____ Other Major (0) ____ Any Major (0)
3 Academic Years	____ Related Major (6) ____ Other Major (4) ____ Any Major (0)
Bachelor's Degree	____ Related Major (10) ____ Other Major (8) ____ Any Major (0)
1 Graduate Academic Year	____ Related Major (12) ____ Other Major (10) ____ Any Major (0)
Master's Degree or Higher	____ Related Major (15) ____ Other Major (12) ____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

____ Value Engineering	____ Meritorious or Superior Civilian
____ Service	____ EEO Award
____ Commendable Service Certificate	____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. Do not check more than three boxes. *Related* job series are: GS-0018, GS-0690, GS-0803

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;">Safety and Occupational Health Manger, GS-018-13</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” responses.</p> <ol style="list-style-type: none"> Have you independently evaluated contractor’s safety programs? A. Yes B. No Have you managed a Secondary Level Field Activity (SLFA) / Detachment safety program? A. Yes B. No Have you developed written guidance delineating contractual policy or procedures at the SLFA / Detachment level? A. Yes B. No Have you evaluated requests for waiver / exemption of contractual safety standards? A. Yes B. No Have you personally conducted contractual compliance inspections of ammunition and explosives? A. Yes B. No Have you personally conducted Aircraft manufacturing contractual compliance inspections? A. Yes B. No Have you personally conducted Fire Prevention / Protection contractual compliance inspections? A. Yes B. No Have you personally conducted Environmental contractual compliance inspections? A. Yes B. No Have you been instrumental in determining the equivalency of foreign safety standards vice U.S. Safety standards? A. Yes B. No Have you evaluated plans for new construction / modifications for compliance with applicable safety standards at the SFLA / Detachment level? A. Yes B. No Have you performed trend analysis of mishaps at the SFLA / Detachment level? A. Yes B. No Have you prepared written reports of contractual safety inspections? A. Yes B. No Have you prepared written reports of safety program evaluations? A. Yes B. No 	
Certification	
<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p> <p>Signature: _____ Date: _____</p>	